

State of Nevada IT Project Oversight Committee

Meeting Minutes for January 12, 2006

IT Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: George Trennin
Date: January 12, 2006
Time: 1:30 PM
Location: HHS Conf Room, Kinkead Bldg 6th Floor

Attendees

Members	Attend ✓	Guests
Roberta Roth, UCCSN	✓	Steve Fisher, Welfare PM
Kathy Ryan, DoIT	✓	Rajendra Chavan, Welfare Vendor
Dave McTeer, IFS	✓	Dan Goggiano, Facility
John Stewart, NDOT	✓	Todd Devito, Facility
Janet Pirozzi, DETR	✓	Barbara Middleton, POU
Kathy Comba, DPS	✓	
George Trennin, DoIT	✓	
Ray Watley, DMV	✓	
Alan Rogers, Personnel	✓	

Minutes –

The minutes from the 12/01/05 meeting were reviewed and approved.

Agenda Items and Discussion

1.	<p>Welfare's Nevada Child Care System (NCCS) Project:</p> <p>Steve Fisher, project manager for the Welfare NCCS project presented the project to the committee. Rajendra Chavan, the vendor project manager also attended. The objective of this project is to provide a single State-wide system that provides for (1) eligibility determinations, (2) on-going case management of subsidy recipients, (3) payment authorization, and (4) funds management.</p> <p>Currently, there is no central repository of welfare and public assistance information. Also, most of the activities involved are manual and time consuming. Marginal access to data hinders the State's ability to make changes to the system that are consistent with State policy. This has resulted in high dependency on external agencies, non-availability of key report information, and lack of direct access to financial and caseload information.</p> <p>The core project benefit is the consolidation of data across different welfare programs and contracted agencies into a single system repository to ensure timely coordination of information between various public assistance programs. The project is anticipated to have a Go-live date in March 2007.</p> <p>This system is not a COTS solution, but rather a development effort. The Welfare IT team is working closely with HCL, the software development vendor. The committee inquired as to why COTS solutions were not considered; however, it appears that the unique nature of the consolidation between Nevada's systems would have required too many modifications to any COTS solutions resulting in costs that were higher than a development effort. Joint Application Development (JAD) requirements sessions began Nov 10th and will continue through the end of January 2006.</p>
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	<p>The top 5 risks included (1) State and vendor resources (2) technology of integrating disparate systems (3) the State infrastructure itself (4) changes in requirements (5) and cultural transition so that users know how to realize benefits of the system.</p> <p>The committee pointed out how quality goals factor into the delivery and acceptance of the system. Also, the committee identified many risks associated with the undefined methodologies that might have been used in estimating project duration. A committee risk assessment will be provided to the NCCS project sponsor.</p> <p>The committee requested a copy of the project integrated project plan, showing the tasks and due dates for both vendor and state resources. The committee also requested a Cultural Transition plan be developed and a Communication plan.</p>
2.	<p>Data Backup and Recovery Site Project:</p> <p>Dan Goggiano, project sponsor, Todd Devito, project manager and Barbara Middleton, project oversight presented the Disaster Recovery project to the committee. The objective of this project is to implement a near real time bidirectional redundant data storage solution for the State Computer Facility's data in a remote location. This project represents the second phase of a three tiered approach to develop and implement a business continuity and disaster recovery strategy for the State of Nevada. Implementation of Phase One has been successfully completed, and provides for a limited recovery at an alternate location in Boulder, Colorado in the event of a disaster.</p> <p>Top risks were discussed; however, the primary and critical risk to the project at this time is the issue of insufficient bandwidth with existing communication lines between Carson City and Reno. The workaround solutions would currently cost \$40,000/month. However, it is anticipated that the costs will go down significantly once Carson City to Reno connectivity is established in the June 2006 timeframe. Until then, project activities will actively continue until the bandwidth opportunity is realized. It was noted that sufficient bandwidth does exist between Reno and Las Vegas.</p>
3.	<p>Dept of Corrections Offender Tracking System project (NOTIS) (Pre-Implementation)</p> <p>The committee reviewed the monthly report and noted that total expenditures to date figures require updating. Also, risks and key issues are missing from the IPR. The committee reviewed the risk assessment matrix and discussed the disparities in the risk definitions between the committee and the NOTIS project team. The wide geographic dispersal and the challenges of cultural change were reiterated. George Trennin was assigned to work with NOTIS project manager to obtain alignment in the ongoing project's risk management effort. The committee requested a comprehensive project schedule.</p>
4.	<p>Agriculture Weights & Measures Licensing and Payment project (Solicitation)</p> <p>The committee reviewed the monthly report and noted that the project is on schedule for the Solicitation and Contracting Stage. After vendor demos and final scoring, the vendor was chosen and a contract is being negotiated. The next step is to make a presentation to the IFC to receive authorization to proceed with implementation and have it approved by the Board of Examiners (BOE).</p>
5.	<p>PUCN Electronic Filings and Records Management project (Implementation):</p> <p>The committee reviewed the monthly report and it appears that the overall project is 55% complete. The initial end date indicates 6/30/05 which has already passed. The committee requests that the project manager correct the end date and that calculated figures are properly reflected in the report.</p>

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6.	Education Bighorn project: The committee reviewed the monthly report and noted the project is 88% complete; however, the stated end date of 12/31/2005 has already passed. The committee requests that the project manager provide an update on the end date.
7.	SOS Statewide Voter Registration System: The committee reviewed the monthly report and learned that the project manager has left state employment. The committee requested the SOS office be contacted to determine who will be taking over the project management responsibilities. Also UAT is 14 weeks being schedule which might result in added costs and variances. The Federal deadline has also passed and the status and continuation of the project needs further clarification.
8.	Taxation Unified Tax (Phase II) project: The committee reviewed the monthly report and wanted to know about what has been decided regarding the legacy data conversion general approach.
9.	DoIT Microwave project: The committee reviewed the monthly reports and did not express any concerns or issues.
10.	Wildlife Licensing project: The committee reviewed the monthly report and noted the project was a running 90% complete. The committee has no questions.
11.	MHDS AIMS to AVATAR Upgrade project Phase 3: The committee reviewed the monthly report and expressed no concerns.
12.	DCFS/DHHS AVATAR Project: The committee reviewed the monthly report and noted that upcoming software licensing activities include building the servers and installing and testing upgrades.

Action Items¹

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
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¹ Action Item: A commitment to complete an action or an assignment.

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Item No.	Date Opened	Description	Assigned To	Status	Date Closed
75.	4/1/04	PROCESS IMPROVEMENTS: Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. The PSPs need to reflect these changes. Develop a template and guide for contingency plans. Reference guides need to be developed for the Project Closeout report and the Deliverables Payment Schedule.	GEORGE	Ongoing	
136.	12/01/05	Agriculture W&M Project: Provide clarification on overall summary and expenditures in IPR after visiting with the project manager.	Barbara Middleton	Done	1/12/06
138.	12/01/05	Finalize the results of the risk assessment for the NOTIS project into a matrix and review it with the project team.	George	Completed	1/12/06
139.	01/12/06	Agriculture Weights & Measures Licensing and Payment: What is the anticipated contract amount proposed by the vendor of current choice?	Barbara	In Progress	
140.	01/12/06	Welfare NCCS: Prepare committee risk assessment to the NCCS project sponsor and manager	George	In Progress	
141.	01/12/06	Education Bighorn project: Find out if the project had been completed, if not what the new end date is. If completed, need closeout report	Kathy	Done	1/16/06
142.	01/12/06	SOS Statewide Voter Registration System: Find out the status of the project now that the Federal deadline has passed and also who the next project manager is.	Kathy	Done	1/25/06
143.	01/12/06	Taxation Unified Tax (Phase II) project: Find out what has been decided regarding the legacy data conversion general approach.	Kathy	Done	1/16/06
143.	01/12/06	DETR Contributions Redesign project: Ask for the expected close out report.	Kathy	Done	1/25/06

Next Meeting: February 2, 2006 in State Library Board Room

Decisions²

Item No.	Decision	Date

Approved By

² *Decision:* Reaching a conclusion... particularly in response to a course of action.

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Signature	Name	Role	Date